

**Functional Activity**

This room is for the repair and storage of all computer equipment. It will consist of workstations with storage cabinets above and industrial shelving units for spare parts and equipment storage.

**Occupancy**

STAFF WORKROOM WORKSTATIONS: 2

**Relationships**

This space should be adjacent to the Computer Systems Office and in the proximity of the Computer/Telecommunications Room.

**ADJACENT:**

Computer Systems Office

**PROXIMITY:**

Computer/Telecommunications Room

**Flexibility**

It is not anticipated that this area would expand or change purpose, but technology capability must be flexible. There may be potential for this room to have a double door for moving large equipment.

**Fenestration**

Windows are desirable as long as glare on computer screens can be avoided. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

**Finishes**

The walls and carpet will not have the heavy use of public areas, but may have wear and tear from fairly constant traffic. Floor finish must be anti-slip, stain resistant, durable, and easily cleaned.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended); Corner guards; White board; Tackable surface; Vinyl cove base; Wall hanging bins and racks for small parts, cords, etc.

**FLOOR:**

Vinyl tile, Sheet vinyl, Linoleum ( No Carpet)

**Access**

The Computer Repair Room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

**Acoustics**

The sound generated in this space needs to be absorbed and kept from filtering out to the rest of the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and



thickness of glass, wall thickness and air space, and ceiling system must be addressed.

#### **HVAC**

Room requires separate zone with individual thermostat. Temperature to be constant at 70 to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. HVAC vents should be located to avoid drafts on repair stations.

#### **Illumination**

Minimum 30 to 40 foot candles of ambient light with 50 foot candles preferred over work surfaces provided by task lighting. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers, is acceptable.

#### **Telecommunications**

Provide one data duplex communications outlet (two data) co-located with associated power distributed every 2 feet of wall and modular furniture; and one standard quad communications outlet (two voice and two data) co-located with associated power on each wall in the room positioned at a workstation location if applicable. Mount these outlets 6" above the work counter, if there is one, or at 15" above the finished floor. There should be a ladder rack and/or conduit horizontal path to the Computer Room.

#### **Security**

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

#### **Signage**

Required signage includes a permanent room identification sign ("Parts & Repair," "Computer Repair and Storage," or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

### **Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Chair, Task	2	0	0
Shelving, Industrial	7	15	105
Storage Cabinet	1	18	18
Storage Cage	1	200	200
Supply Cabinet	1	18	18
Telephone, Portable/Wireless Headset	2	0	0
Tool Box	1	0	0
Workstation, Computer Repair Office System	2	75	150



**Functional Activity**

This room is where all network, systems, and telecommunications equipment is housed to support the library's electronic capabilities. This room is the main point of entry to the building for data, telephone, and security system lines.

**Relationships**

This space must be located in a secure non-public area. It should stack vertically with other telecommunications rooms in a multi-story facility. This space must be easily accessible from the Computer Systems Office and Computer Repair and Storage.

Adjacent: Computer Systems Office  
Computer Repair & Storage  
Computer Lab A & Lab B

**Flexibility**

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded. Double-wide door is needed to support moving large equipment.

**Fenestration**

No windows.

**Finishes**

This not a public area and will be minimally finished since it is primarily a room for equipment.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended)

**FLOOR:**

Vinyl tile

**Access**

The Computer/Telecommunications Room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

**Acoustics**

Given the prevalence of noisy printers and computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

**HVAC**

This room requires separate zone with individual thermostat. Temperature to be constant at 70 to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended, as this area must not lose climate control!



### **Illumination**

Light levels should average 30 to 40 foot candles with 50 foot candles preferred over work surfaces. Because of the large number of computer screens in this room and the long periods of use, the lighting should be dimmable so that the computer technicians can control the light level. Consider motion detectors or occupancy sensors for energy savings.

### **Telecommunications**

This room needs to have ladder rack extending the length and width of the room and connected to the horizontal and vertical pathways for the building.

A minimum of 5 each 20amp circuits should terminate in quad outlets on the overhead ladder rack system. System grounding in accordance with TIA568 should extend to the ladder rack system and termination areas.

Provide one standard quad communications outlet (two voice and two data) co-located with associated power every 2 feet of wall. This outlet should be mounted either 6" above the work surface or at 15" above the finished floor.

Provide one wall-mounted telephone connection adjacent to the equipment racks and cabinets, and one quad communications outlet (four data) co-located with associated power on each of the walls for associated hardware such as printers and servers.

### **Security**

This is a high security area. Only authorized staff will have access to the room. This room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

### **Signage**

Required signage includes a permanent room identification sign ("Computer Room - "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

### **Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Chair, Technology Workstation Task	2	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Rack, Computer / Communications Equipment	3	30	90
Router	2	0	0
Router/Switch	5	0	0
Safe, Data / Tape Carrier	1	0	0
Server, Desktop / Rack Mount	7	0	0
Telecommunications Backboard	3	28	84
Telecommunications Equipment/Hub/ Multiplexer	4	0	0
Telephone Headset	1	0	0
Uninterruptible Power Supply (UPS), Multiple Devices	3	10	30



**Functional Activity**

This workspace is intended for the Technician responsible for network administration to plan work, conduct meetings and organize the work of the computer support staff.

**Occupancy**

STAFF WORKROOM WORKSTATIONS: 1

**Relationships**

This office must be adjacent to the Computer Repair & Storage and in the proximity of the Computer/Telecommunications Room for easy access to technical manuals and system consoles.

**ADJACENT:**

Computer Repair & Storage

**PROXIMITY:**

Computer/Telecommunications Room

**Flexibility**

It is not expected that this area would need to be expanded, however there should be sufficient flexibility to allow for the rearrangement and remodeling of this space in the future.

**Fenestration**

Windows are desirable as long as glare on computer screens can be avoided. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

**Finishes**

The walls and carpet will not have the heavy use of public areas, but may have wear and tear from fairly constant traffic. Floor finish must be anti-slip, stain resistant, durable, and easily cleaned.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended); Corner guards; White board;  
Tackable surface; Vinyl cove base;

**FLOOR:**

Vinyl tile, Sheet vinyl, Linoleum, or Anti-static carpet tile

**Access**

The Computer Systems Workroom will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

**Acoustics**

The sound generated in this space needs to be absorbed and kept from filtering out to the rest of the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.



## HVAC

Room requires separate zone with individual thermostat. Temperature to be constant at 70 to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. Backup system is recommended. HVAC vents should be located to avoid drafts on systems workstations.

## Illumination

Minimum 30 to 40 foot candles of ambient light with 50 foot candles preferred over work surfaces provided by task lighting. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

## Telecommunications

Provide one data duplex communications outlet (two data) co-located with associated power distributed every 2 feet of wall space or modular furniture and one standard quad communications outlet (two voice and two data) co-located with associated power on each wall in the room positioned at a workstation location if applicable. Mount these outlets 6" above the work counter, if there is one, or at 15" above the finished floor. There should be a ladder rack and/or conduit horizontal path to the adjacent Computer Room.

## Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

## Signage

Required signage includes a permanent room identification sign ("Computer Systems Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

## Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Calculator	1	0	0
Chair, Professional's	1	0	0
Computer, Staff Desktop	1	0	0
Desk, Professional	1	60	60
File Cabinet, Lateral (Five Drawer)	1	20	20
Printer, Ink-Jet (Color)	1	0	0
Printer, Pin / Tractor Feed W/ Stand	1	20	20
Shelving, SF 84"h Steel W/ 6 Shelves	1	12	12
Telephone, Portable/Wireless Headset	1	0	0
White Board	1	0	0



## FICTION COLLECTION

2,659 Sq. Ft.

### FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction, paperback and large-print book collections. The Fiction Collection will include regular fiction as well as genre i.e., westerns, science fiction, mysteries and romance novels. Genre titles may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

### SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area.

#### CLOSE:

- Audio-Visual Library
- Browsing
- Circulation Services

#### PROXIMITY:

- Library Entrance
- Reference Services
- Non-Fiction Collection

### DIVISION SPACE SUMMARY

Sq. Ft.

Fiction Collection & Seating

2,659

**TOTAL:**

**2,659**





**Functional Activity**

Patrons will enter this space and look for specific authors and then will often sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection; therefore, several OPACs should be conveniently located in this area. This space will also house the paperback collection and the large print book collection.

**Occupancy**

READER SEATS: 23

TECHNOLOGY WORKSTATIONS: 2

**Collections**

Adult Fiction

Adult Mysteries

Adult Paperbacks

Adult Science Fiction & Fantasy

Adult Westerns

Adult Large Print

**Relationships**

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area and the AV Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low, and is located in a well-lighted area.

**CLOSE:**

AV Collection & Seating

Circulation Desk

New Book Display

**PROXIMITY:**

On-line Public Access Catalog (OPAC)

Public Entrance & Lobby

Reference Desk

**Flexibility**

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

**Fenestration**

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

**Finishes**

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

**CEILING:**

Acoustical tile





#### **WALLS:**

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric Wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

#### **FLOOR:**

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

### **Access**

The Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

### **Acoustics**

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

### **HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

### **Illumination**

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the



top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Telecommunications**

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### **Security**

The Fiction Collection will be supervised by the staff at the Circulation and Reference Desks. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

#### **Signage**

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Westerns," "Mystery," and "Science Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.



## **Furniture & Equipment and Shelving Units**

	<b>UNIT QTY</b>	<b>UNIT Sq. Ft.</b>	<b>EXTENDED Sq. Ft.</b>
<b>Description of Shelving Units</b>			
36" Aisle SF 90"H Steel Shelving W/ 5 Shelves 13538 Fiction	113	12	1,356
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1805 Large Print	11	12	132
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1425 Westerns	9	12	108
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1781 Science Fiction & Fantasy	11	12	132
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 2138 Mysteries	13	12	156
Paperback "Spinner" W/ 4 Rotor Towers 665 Paperbacks	2	70	140

## **Description of Furniture & Equipment Units**

Chair, Lounge	7	35	245
Chair, Reader's	16	0	0
Chair, Technology Workstation	2	0	0
Computer, Public Desktop	2	0	0
Table, Reader's	4	80	320
Technology Carrel	2	35	70



**FUNCTIONAL ACTIVITY**

The primary function of the General Building Services Division is to provide custodial, storage, and mechanical equipment space, and other support spaces such as the Friends' Book Storage and Workroom. The division also provides space for shipping and receiving as well as a loading dock for the library.

**SPATIAL RELATIONSHIPS**

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices.

**PROXIMITY:**

Technical Services

**AWAY:**

Public Areas

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
<b>Custodial Sink &amp; Storage Room</b>		N/A
<b>Custodial Workroom</b>		N/A
<b>Friends' Book Storage &amp; Workroom</b>		244
<b>General Library Storage Room</b>		278
<b>Loading Dock</b>		N/A
<b>Mechanical Equipment Room</b>		N/A
<b>Shipping &amp; Receiving</b>		140
<b>TOTAL:</b>		<b>662</b>



## Custodial Sink & Storage Room

0 Sq. Ft.

### Functional Activity

This space will provide for the storage of custodial supplies and materials.

### Furniture & Equipment and Shelving Units

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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### Description of Furniture & Equipment Units



**Functional Activity**

This space will provide a shop for custodians to assist in their servicing of the building. This workroom will provide a workbench with various tools necessary for basic maintenance and repair. In addition to this workroom, there will be other Custodial Sink and Supply Closets in the library to store mops, vacuum cleaners, and other cleaning supplies and equipment.

**Occupancy**

STAFF WORKROOM WORKSTATIONS: 1

**Relationships**

The Workroom should be adjacent to the Loading Dock and in the proximity of the General Library Storage Room and the Circulation Workroom.

**ADJACENT:**

Loading Dock

**CLOSE:**

Rest Rooms

**PROXIMITY:**

Circulation Workroom

General Library Storage Room

**Flexibility**

It is not anticipated that this area would change purpose or require expansion.

**Fenestration**

No windows.

**Finishes**

This area will be spartan and industrial in nature.

**CEILING:**

Exposed structure or acoustical tile

**WALLS:**

Latex paint over sealed concrete, Cement block or water resistant drywall

**FLOOR:**

Sealed concrete, vinyl tile, sheet vinyl, floor drain

**Access**

Custodial Workrooms must be accessible from a 36" aisle. A 36" wide door with a minimum of clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply

Signage will meet requirements as outlined in the Signage Space Detail.



### Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

### HVAC

Ventilation is crucial to limit interior pollution. All custodial workrooms should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

### Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface. Consider occupancy sensors or motion detectors for energy savings.

### Telecommunications

One standard quad communications outlet (two voice and two data) co-located with associated power at the custodians workstation position mounted at 15" above the finished floor.

### Security

This is a "staff only" area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

### Signage

Required signage includes a permanent room identification sign ("Custodial Workroom - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

## Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture &amp; Equipment Units</u>			





**Functional Activity**

This room is for storage of books and other donated items received by the Friends of the Library. These materials will be sorted and stored until they can be placed in the library or in the Friends' Bookstore and offered for sale. Space is required to store books on shelves and sort books on counter tops or large tables. An open floor area is necessary for the storage of cartons and bags containing donated materials.

**Relationships**

The Friends' Book Storage Area needs to be as close as possible to the Shipping and Receiving area and in the proximity of the Loading Dock since there will be frequent deliveries to this area. In addition, there should be a close proximity to the Friends' Bookstore, since volunteers will be moving books from storage to the Bookstore to stock the shelves.

CLOSE:

Shipping & Receiving

PROXIMITY:

Loading Dock

Friend's Bookstore

**Flexibility**

It is not anticipated that this area would change purpose or require expansion.

**Fenestration**

Windows are not required, but are desirable.

**Finishes**

This area will be utilitarian in nature. However, this is the Friends' workroom as well as a storage area, and volunteers will make frequent use of the space, often standing for extended periods of time.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards for columns and walls; Vinyl or carpet cove base

FLOOR:

Vinyl tile or heavy weight commercial carpet

**Access**

The Friends' Workroom will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Signage will meet requirements as outlined in the Signage Space Detail.

**Acoustics**

This will be a moderately noisy area because of conversations between volunteers and the noise generated from loading and unloading books. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment.



## HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

## Illumination

Provide 30 foot candles vertically at 30" above the floor at the shelving. Lighting must be evenly distributed in the shelving area from one end of a range to the other and from the top to the bottom of the unit. Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

## Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

## Security

This is a non-public area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

## Signage

Required signage includes a permanent room identification sign ("Friends' Workroom") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

## Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<u>Description of Furniture &amp; Equipment Units</u>			
Book Truck	2	10	20
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Chair, Task	1	0	0
File Cabinet, Vertical (Four Drawer)	1	14	14
Paper Towel Dispenser	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Safe, Floor	1	0	0
Shelving, DF 90"h Steel W/14 Shelves	4	18	72
Sink	1	18	18
Table, Work	1	120	120



**Functional Activity**

This area provides space for general library storage. It will house furniture and equipment which is waiting to be repaired or to be placed into service, bulk paper and supplies shipments, seasonal displays and holiday decorations. Optional storage cages may also provide additional space for stacking boxes, and furniture and equipment in transition, and can segregate the storage by individual library departments. This room should have a set of double doors (or an extra-wide single door), for bringing bulky items in and out of the room.

**Relationships**

This area should be close to the Shipping and Receiving area and the Loading Dock.

**CLOSE:**

Loading Dock  
Shipping & Receiving

**PROXIMITY:**

Custodial Workroom

**Flexibility**

It is not anticipated that this area would change purpose or require expansion.

**Fenestration**

No windows required.

**Finishes**

Minimal finishes as this is not a public area and will only be used by staff.

**CEILING:**

Exposed structure or acoustical tile

**WALLS:**

Concrete; Glazed and textured CMU; or Dry wall

**FLOOR:**

Sealed concrete; Vinyl tile; Carpet

**Access**

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

**Acoustics**

This area will be noisy when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby areas. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

**HVAC**

This space will generally be a low temperature and humidity space.

**Illumination**

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

**Telecommunications**

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located near the door.



### Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

### Signage

Required signage includes a permanent room identification sign ("Storage Room," "Supply Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

### Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Shelving, Industrial	4	15	60
Storage Cabinet	1	18	18
Storage Cage	1	200	200



**Functional Activity**

The Loading Dock is where the library will receive shipments of furniture and equipment, books and supplies, mail, and other materials from commercial vehicles or the WOWMobile. This area will essentially be outside of the library, but it should have a roof or overhang so that loading and unloading can be done during inclement weather. Doors and corridors should be large/wide enough to accommodate bulky equipment and furniture.

**Relationships**

The Loading Dock must be adjacent to Shipping and Receiving, the Mail Room, the WOWMobile Workroom and the Custodial Workroom. It should be close to the General Library Storage Room and in the proximity of the Friends' Book storage and Workroom.

**ADJACENT:**

WOWMobile Workroom  
Custodial Workroom  
Mail Room  
Shipping & Receiving

**CLOSE:**

General Library Storage Room

**PROXIMITY:**

Friends' Book Storage & Workroom  
Mechanical Equipment Room

**AWAY:**

Most all public service areas

**Flexibility**

It is not anticipated that this area would change purpose or require expansion.

**Finishes****CEILING:**

Exposed structure

**WALLS:**

Painted Concrete or glazed and textured CMU with corner guards

**FLOOR:**

Sealed Concrete

**Access**

The Loading Dock must be accessible from a 36" aisle. A 36" double- wide door (or wider) with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

**Acoustics**

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

**HVAC**

Since the loading dock doors will be opening frequently, the portion of this space which is inside (if any) will need a quick recovery heating and/or cooling unit in order to maintain the temperature at the desired level. Do not locate any air intake vents near this area because of vehicle exhaust fumes.

**Illumination**

The exterior will need to be well lighted to assist in theft/vandalism prevention. Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level.

**Telecommunications**

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located inside near the loading dock door.

#### **Security**

Doors and pull-down door will need to be alarmed and should be as vandal-proof as possible.

#### **Signage**

Required signage includes a permanent identification sign ("Loading Dock" or "Staff Only") wall-mounted on the latch side of the door to the inside at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement may include an exterior sign "No Parking -- Service and Delivery Vehicles Only."

#### **Furniture & Equipment and Shelving Units**

	UNIT	UNIT EXTENDED
	QTY	Sq. Ft. Sq. Ft.
<u>Description of Furniture &amp; Equipment Units</u>		



**Functional Activity**

This room is for the placement of the mechanical equipment which operate the library's HVAC system. This room should have a set of double doors, or an extra-wide single door, for bringing bulky items in and out of the room.

**Relationships**

This room has no adjacency requirements.

**Flexibility**

It is not anticipated that this area would change purpose or require expansion unless an addition was built on to the building, and then additional Mechanical Equipment Rooms would be needed.

**Fenestration**

No windows required.

**Finishes**

Minimal finishes for a non-public area.

**CEILING:**

Exposed structure or acoustical tile

**WALLS:**

Latex paint over sealed concrete or concrete block

**FLOOR:**

Sealed or painted concrete with drain

**Access**

The Mechanical Equipment Room must be accessible from a 36" aisle. A 36" wide door with a minimum 32" clearance is required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

**Acoustics**

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

**HVAC**

Ventilation is crucial to limit interior pollution.

**Illumination**

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

**Telecommunications**

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

**Security**

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

**Signage**

Required signage includes a permanent room identification sign ("Mechanical Room" or "Staff Only") wall-mounted on the latch side of the door at least 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.





## Furniture & Equipment and Shelving Units

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Description of Furniture & Equipment Units



**Functional Activity**

This area provides space for the delivery of library books and materials, furniture and equipment. This area should be able to be locked off from the rest of the library so that deliveries can be made to the library after hours via access to the Loading Dock and Receiving Area.

**Occupancy**

STAFF WORKROOM WORKSTATIONS: 1

**Relationships**

Shipping and Receiving must be adjacent to the Loading Dock and Mail Room, close to the Friends' Book Storage & Workroom and General Library Storage Room, and in the proximity of the Technical Services Workroom, the WOWMobile Workroom and the Computer Room.

**ADJACENT:**

Loading Dock  
Mail Room

**PROXIMITY:**

Computer/Telecommunications Room  
Technical Services Workroom

**Flexibility**

It is not anticipated that this area would change purpose or require expansion.

**Fenestration**

No windows required.

**Finishes**

Minimal finishes as this is not a public area and will only be used by staff.

**CEILING:**

Exposed structure or Acoustical tile

**WALLS:**

Concrete; Glazed and textured CMU; or Dry wall

**FLOOR:**

Sealed concrete; Vinyl tile; Carpet

**Access**

The Shipping and Receiving Area must be accessible from a 36" aisle. A 36" wide door (or wider) with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

**Acoustics**

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

**HVAC**

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

**Illumination**

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level. Consider occupancy sensors or motion detectors for energy savings.



### Telecommunications

One standard duplex communications outlet (one voice and data) co-located with associated power every 6' on the shipping and receiving counter supporting electronic postage, shipping and receiving equipment.

One standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

### Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Door(s) will need to be alarmed.

### Signage

Required signage includes a permanent room identification sign ("Shipping & Receiving" or "Deliveries") wall-mounted on the latch side of the door at least 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

### Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Book Truck	4	10	40
Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0
Clock	1	0	0
Garbage Bin, Interior	1	15	15
Postage Meter/Scale	1	0	0
Recycling Bin	1	15	15
Workstation, Shipping & Receiving Counter	1	70	70

